

MINUTES

MERIT SYSTEM BOARD MEETING

A meeting of the Merit System Board was called to order at 4:05 p.m., **Monday, May 4, 2015**, in Personnel Conference Room #3 at 20 E. Main Street, Suite 130, Mesa.

MEMBERS PRESENT

Linee Ferguson
Shelley Reimann
Jennifer Sandstrom

MEMBERS ABSENT

OTHERS PRESENT

Mary Dellai – Secretary to the Board
Tracy Hurt – Human Resources
Gary Manning – Human Resources
Patty King – Human Resources

Board Secretary Mary Dellai called the meeting to order as there is currently no Chair. She asked for introductions as Shelley Reimann is a new member of this Board. Each Board member introduced him/herself.

The next order of business was to elect a Chair for the Board. Shelley Reimann nominated Linee Ferguson. The nomination was seconded by Jennifer Sandstrom. Linee Ferguson accepted the nomination. All voted affirmative.

Gary Manning gave some background on the role of the Merit System Board and gave an overview of the City's rules and policies. Linee Ferguson asked if Management Policies are approved by Council. Gary Manning replied that Management Policies are internal procedures documents that do not go to Council for approval.

Patty King discussed the proposed rules revisions in detail using the highlighted Rules Changes Recap and reasons for the various changes.

The Board questioned the following items and resolved as follows:

110 Definitions

- Discussion on removing Part-time employee from the list of definitions but that language is used throughout the rules. Board recommended to fix this reference throughout the rules to detail benefited or non-benefited part-time employee.
- Regular Rate of Pay – Board recommended to check Section reference and link to FLSA update to show exact location.

220 E. Employment Lists

- Board recommended to clarify if there is a singular or plural employment list.

510 Standards of Conduct

- Linee Ferguson asked about the time line to inform supervisor for the proposed change. Gary Manning said it was intended for the employee to notify the supervisor at the next work shift but the proposed rule change was silent on that detail. Board recommended to specify the time line to clarify that expectation.
- Shelley Reimann asked if HR benchmarked with other cities and if they use similar language as what is proposed and how they handle this issue. She sees this proposed language with regard to arrests as a potential invasion of privacy issue. Gary Manning explained the City would want to know in advance of arrests of a nature that could impact the City before it appears in the newspaper. Shelley Reimann stated it should be required only if there was a conflict or it was job-related. Discussion on using a specific list of reasons for arrest or if the arrest was in conflict with the employee's job. Board recommended HR find out what other cities do and review for language change.

630 Special Assignments

- Linee Ferguson asked if "Acting" assignment is always a higher pay grade. Gary responded that it is not always a higher pay grade but could be invoked if the assignment had higher level duties than employee's regular job.
- Shelley Reimann asked about who can approve the Acting Assignment as the language was not consistent throughout the section. Board recommended to make consistent in the proposed revision.

710 Grievances A1 Grievable Issues

Discussion as to options to complain or grieve.

- Board recommended to add "Management Policies" to the list of grievable issues as follows: "The City of Mesa Personnel Rules, **Management Policies**, or the written rules and procedures of any City department have allegedly been misinterpreted or misapplied as to that employee.

Shelley Reimann moved that the proposed rules be revised as recommended. She moved to have Gary and Patty to contact other cities to benchmark language they use regarding disclosing arrests. The intention is to change language in Section 510 to protect employee privacy when the matter has no employment impact. Jennifer Sandstrom seconded the motion. The Board will meet again when this revised proposed language is ready for review. All concurred.

There being no further business, it was moved to adjourn by Linee Ferguson and seconded by Shelley Reimann. The vote to adjourn was affirmative. The meeting adjourned at 5:12 p.m.

XC: Christopher J Brady, City Manager (IMMEDIATELY for next Council Agenda)
e-mail to Jill Kotsur - City Manager's Office receives any rule changes, council report, and ordinance for Council Meeting
DeeAnn Mickelsen, City Clerk
Merit System Board Members
Personnel Staff (ONLY after Council Approval, if any items of importance)
Mayor's Office



Mary Dellai, Board Secretary



Date



Linee Ferguson, Board Chair



Date